Title: Labor Relations & Data Supervisor
Department: Labor Relations & Benefits
Reports to: Director of Labor Relations & Benefits
Prepared Date: June 2011

SUMMARY OF RESPONSIBILITIES

Under the direction of the Director of Labor Relations & Benefits, supervises and coordinates the processes and procedures relating to compensation, the district's 403b plan, and employee data management systems.

DUTIES AND RESPONSIBILITIES

- Establishes procedures to ensure all position and responsibilities are accurate for bargaining unit status, FLSA compliance, and pay equity ranking within the School District. Ensure appropriateness of job duties for positions.
- Monitors and recommends appropriate compensation and pay ranges for all positions (except administrative positions) in the School District to ensure compliance with state mandated pay equity statute.
- Coordinate compensation and benefit comparisons and reports.
- Recommends and coordinates necessary changes to the employee data management systems (TIES, SmartBen, Access, Advanced DB Master) to meet the District employee data needs as they relate to the requirements for negotiations, benefits, insurance, personnel, payroll, and finance departments.
- Coordinates the preparation and submission of the state mandated STAR report and responses to other employee data requests.
- Assists in administering the School District's 403(b) group voluntary retirement plans including coordination and implementation with the payroll department, the third party administrator, and employees. Coordinates communications and processing in compliance with Federal and State mandates.
- Performs other tasks and assumes responsibilities as determined by the Director of Labor Relations & Benefits.

SUPERVISORY RESPONSIBILITIES

Supervises two confidential employees in the Labor Relations & Benefits department.

EDUCATION and/or EXPERIENCE

Requires High School Diploma or equivalent with a minimum of five years of experience in human resources, data management, or a related field.
Bachelor's degree preferred.

KNOWLEDGE, SKILLS & ABILITIES
Requires developed mathematical and analytical skills, technical knowledge of computer programming, familiarity with employee data management systems, and high degree of competence with computer programs preferably MSOffice.
Ability to understand and implement IRS rules, MN Statutes, and other legal regulations pertaining to employee benefits, compensation, and data.
Awareness of PELRA, STAR, MGDPA, UFARS.
Ability to collect data, establish facts, define district-wide problems, and propose solutions.
Skilled in verbal and written communication with a diverse audience.
Ability to maintain regular attendance and commit the time necessary to complete the job.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 20 pounds. Specific vision abilities required by this job include close detail and the ability to adjust focus.

WORK ENVIRONMENT
Most work is performed in an office setting. Some travel to other district work sites is necessary. The noise level in the work environment is normal with frequent interruptions and employee communications.